

10 June 1965

Dear Willard:

25X1 Subject: Contract [] - PAR 201 (Travel & Liaison) and PAR 239
(Administration)

1. Enclosed herewith is one (1) copy each of the cost breakdowns for the subject PARs for FY65 and FY66.

25X1 These are the same as the ones given to you on 25 May 1965 during your visit [] and subsequently approved by your Messages 4691 and 4692.

2. PAR 201, Travel and Liaison, covers effort and expenses incurred while traveling to and from, and attending conferences outside contractor's facilities. Such conferences are general in nature, directly related to the contract but not related to a specific PAR.

3. PAR 239, Administration, covers effort expended in the execution of the contractual responsibilities of a general nature not specifically related to a single (or several) PAR(s). Such effort includes:

a. Overall preparation of Quarterly, Progress Review, trip and meeting reports which involve all or the major portion of approved PARs.

b. Monitoring and fulfilling customer-requested action items not applicable to a specific PAR.

c. Cost such as correspondence and postage.

d. In-house participation in project review and other meetings not attributable to specific PARs.

RRW:eb
In Duplicate
Enclosures (4)
(1 Copy ea.)

cc: JP w/2 encs. ea.

Dick
Dick

Declass Review by NGA.

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